



PI Training Manual

2/21/2005

Cornell University

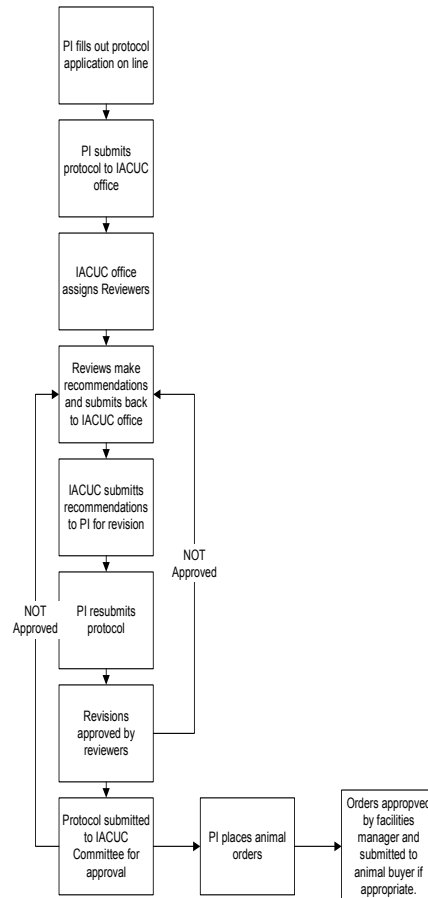
Cornell Center for Animal Resources and Education

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Introduction

In order to use non-human vertebrates for either teaching or research purposes your protocol must be approved by the IACUC before the use or acquisition of the animals. The process of having an animal use protocol approved giving you the ability to order animals looks like this:



In order to accomplish this you must start by entering your protocol in the eSirius system.

What is eSirius?

eSirius is a web based system for managing the submission, review and approval of protocols concerning the use of non-human vertebrates here at Cornell University as well as the requisition of such animals. In the future, it will also encompass invoicing and census management. All Researchers have access to a personal **eSirius** Home page providing them with a single point of access to select IACUC and Animal Facility related information..

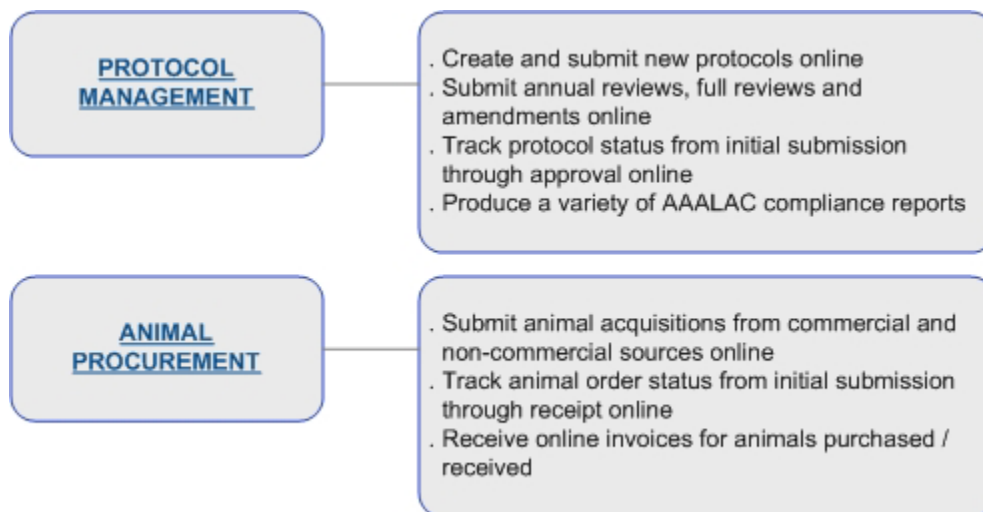
The **eSirius** Home Page content consists of two main areas: ALERTS and ACTIVITIES.

Alerts

The alerts section of the Researcher's **eSirius** home page are automatic notifications of the status of animal orders and animal receipts as well as reminders of outstanding 'TO DO' tasks including protocol revision, annual reviews, standing order approvals and so on.

Activities

The activities section of the Researcher's **eSirius** home page consists of a list of transactions related to the researcher's workflow, such as:



Getting Started

ONLINE RESEARCH
INFORMATION MANAGEMENT

Welcome to **eSirius**, your access to IACUC and Animal Care Information.

To start your **eSirius** session, please type your User ID, Password and Click **Login** to eSirius.

User ID

Password

This site is best viewed with **Netscape 6.0** or later or **Internet Explorer 5.0** or later. Please direct all your questions/suggestions to your [on-site eSirius program manager](#).

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[www.hths.com](#)

To obtain a sign on and password for the eSirius system, call or e-mail the CARE office. The PI and anyone a PI delegates the responsibility to enter a protocol or order animals is required to obtain a sign on and password. A Cornell network ID is also required to access eSirius.

Login

Open your web browser and locate the URL assigned to eSirius <http://esirius.research.cornell.edu/esirius>. At the eSirius login screen type your user ID and password and click 'Login to eSirius'. *Your* user ID is your Cornell NetID. Your password should be changed the first time you log on to eSirius. (If forget your password, you can call your eSirius Administrator to have it reset.) Your homepage should appear.

eSirius

NTM Consulting Services, Inc.

Home Page Demo, PI SIGN OUT REFRESH 01/05/2005

Alerts...

Protocols

Animal Orders

Online Invoices

Change Password

ALERTS -- UN-FINISHED PROTOCOLS

Protocol #	Document Type	Title	Created On	Last Updated
2005-0002	New	e-Sirius 101 - The count down begins	01/04/2005	01/04/2005

PROTOCOLS

[AAALAC Compliance Reports](#)

[Protocol Reports](#)

[Protocol Search](#)

[Request Transfer of Ownership of Protocol to Another Researcher](#)

[Submit an Amendment for an Existing Protocol](#)

[Submit an Application for a New Protocol from an Existing One](#)

[Submit an application for a new protocol](#)

[View Protocol Species Usage Register](#)

ANIMAL ORDERS

[Animal Order Search](#)

[Animal Receipt Reports](#)

[Create New Animal Order](#)

[Create a new animal order from template](#)

[Create a new standing order](#)

[Standing Orders Due](#)

[View protocol usage and balance report](#)

ONLINE INVOICES

[View Invoices](#)

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Your Home Page

Once you sign on, your Home page will look like this. On this page you will find :

1. **Navigation Area-** In this section, clicking on an underlined area will take you directly to that area of your Home page. If you click on Change Password, the Password option allows you to change your password; click on password in the TOC and follow the on-page instructions.
2. **Alerts-** Here you will find information about protocols and animal orders that need your attention. You will be able to access them by clicking on the underlined Protocol number or Order number.
3. **Protocols-** In this section of your Home page, you will find functions that pertain to Protocols. By clicking on them you will be taken to that function.
 - **AAALAC Compliance Reports-** allows you to run reports pertaining to your AAALAC compliance for your group's protocols.
 - **Protocol Reports-** allows you to run reports pertaining to your group's protocols.
 - **Protocol Search-** allows you to search for your group's protocols based on selected criteria.
 - **Request Transfer of Ownership of Protocol to Another Researcher-** allows you to submit an amendment to transfer a protocol to another PI.
 - **Submit an Amendment for an Existing Protocol-** use this function to submit an amendment to one of you group's protocols.

- Submit an Application for a New Protocol from an Existing One- allows you to copy data from an existing protocol into an application for a new protocol. Be sure to review (edit) all the data copied from previous protocol. Personnel pages must be completed as the exposure data is not copied from the previous protocol.
 - Submit an Application for a new Protocol- allows you to submit a protocol either as the PI or as a member of the PI's Staff.
 - View Protocol Species Usage Register- allows you to view your animal usage.
4. Animal Orders- In this section of your Home page you will find functions that pertain to ordering animals. By clicking on then you will be taken to the function that allows you to:
- Animal Order Search –You will be able to search for Animal Orders you have placed for your group.
 - Animal Receipt Reports- You will be able to run reports about animals which have been received and those scheduled to be received.
 - Create a New Animal Order- Allows you to create a requisition for acquiring and housing animals. This includes purchasing an animal from a vendor, capture of wild animals, animals transferred from another institution and animals acquired from breeding colonies.
 - Create a new order from a template- Allows you to use a template to create an order. This is used when you have a recurring order i.e. Last week I ordered 5 animals from vendor X all females and I am ready to place the same order again for next week.
 - Create a new Standing order- This function is used to request a standing order i.e. 20 animals to be delivered on every Tuesday for the next 7 weeks.
 - View Protocol usage and balance Report- Allows you to monitor your animal usage and balance by species and pain level category.

Entering a Protocol

From your Home page click on the function (1) to enter a new Protocol. You will see a page of instructions. At the bottom, if you are not the PI, you will enter the PI's Name and click on **Start New Protocol**; otherwise, just click on **Start New Protocol**. The system assigns the protocol number at this point.

If you are continuing or editing an existing protocol found in your ALERTS-UN-FINISHED PROTOCOLS, click on the protocol number (2). From here follow instructions on each page.

The screenshot displays the eSirius web application interface. On the left, a vertical navigation menu (labeled 1) contains links: Alerts..., Protocols, Animal Orders, Online Invoices, and Change Password. The main content area (labeled 2) shows the 'ALERTS -- UN-FINISHED PROTOCOLS' section with a table of protocols. The table has columns: Protocol #, Document Type, Title, Created On, and Last Updated. One protocol is listed: Protocol # 2005-0002, Document Type New, Title e-Sirius 101 - The count down begins, Created On 01/04/2005, Last Updated 01/04/2005. Below this are sections for PROTOCOLS, ANIMAL ORDERS, and ONLINE INVOICES, each with several sub-links. The footer contains copyright information for NTM Consulting Services, Inc.

On the left of the page a table of contents is displayed. If you complete each page of the application and move to the next page by clicking on 'save and continue', you will automatically be guided through each section necessary. Some of the sections may not be displayed – depending on your answers to certain questions. For example, if you answer the question “will Drugs be used on this protocol?” –with a ‘No’, then you will not see the page that asks for drug information.

If you choose, you may visit any section by clicking on the section title in the table of contents (TOC). Remember to click 'save and continue' on any page where you have entered data. If you have partially completed a page and then click on the TOC without saving, you may lose the data.

Should you decide at any point to stop data entry, you may click on the ‘Finish Later’ button. The protocol application is saved and will appear on your home page in the Alerts section under ‘Unfinished Protocols’.

Home Page	Wallace, Molly	SIGN OUT	REFRESH	01/15/2004
Alerts...	ALERTS -- UN-FINISHED PROTOCOLS			
Protocols	Protocol #	Document Type	Title	Created On
Animal Orders	2004-0005	New		01/15/2004
				Last Updated
				//

When you select it to complete – by clicking on the hyperlink/protocol number - you will be returned to the page where you left off.

Some fields are required and are indicated by a red asterisk. (Your eSirius administrator controls that in Expert.)

Some pages contain ‘conditional navigation’ fields i.e.-a ‘Yes’ response requires an answer to a subsequent question and a ‘No’ response does not.

Using the on-page instructions, complete each required page of the form. For a more detailed discussion of the layout and navigation in eSirius see Tips on Entering Protocols.

The last section to be completed in the application process is ‘Error Verification’.
eSirius checks to see that all required fields are complete, and if not, takes you back to each.

The screenshot shows the 'Error Verification' page in the eSirius application. On the left is a sidebar with a list of navigation links: PI Info, Title, Scientific Goals, Scientific Objectives, Scientific Benefits, Funding, Department, Work Location, Antibodies Used, Animal Tissues, BCD Use, Species Use, Personnel, Databases Searched, Error Verification (highlighted), View/Print Protocol, Cancel Unfinished Protocol, and Instructions... The main content area has a 'Go to page' dropdown menu. Below it is a table with the following data:

Principal Investigator	Wallace, Molly
Protocol of Application Number	2004-0005
Document Type	New

At the bottom of the main content area, there are two buttons: 'Start Error Verification' and 'Finish Later'. An arrow points to the 'Start Error Verification' button.

You will be instructed to print a signature page. To print the signature page click on **Print to HTML** and print page. Close the signature page window and click on **Continue**.

Be sure to have it signed by all appropriate persons and sent it to the IACUC office by mail.

The last page indicates successful completion of the application.

When you submit the protocol to the IACUC – it is no longer in the section ‘Unfinished Protocols’, and you may no longer edit it. It does appear in the alert section, ‘New Protocols’, with a column marked ‘Process Flow’. The contents of this column indicate the location of this protocol in the review process. When the process flow column contains ‘PI’, you will be able to open the protocol and edit sections that have been marked for revision by the IACUC. You may click on the protocol number and view or print it.

ALERTS -- NEW PROTOCOLS						
Submitted	PI	Document Type	Protocol #	Title	Work Flow Status	Work Flow Status Date
05/10/2004	Wallace, Molly L	NEW	2004-0002	2nd test protocol - after adding strains to mouse species	Committee	05/10/2004
05/19/2004	Wallace, Molly L	New - Under Revision	2004-0011	title	Committee	05/20/2004
06/09/2004	Wallace, Molly L	New	2004-0023	New testing title - 8.0 sp1 - mouse protocol	IACUC	06/09/2004
05/18/2004	Wallace, Molly L	New - Under Revision	2004-0008	Cortical reorganization in the adult macaque	PI	06/10/2004

Tips for Entering Protocols

Page Layout

The pages used to enter protocols are of consistent design. There are two types of pages; the standard data collection page and the list page.

On the data collection(Illustration 3) you will find:

1. Header Section. Click here on the words SIGN OUT to exit the system or on HOME to return to your Home page. Some pages have REFRESH which will show you the current page again removing the data you just entered.
2. Instruction Section. This section contains information about and the instructions for this particular page. This section can contain links to other web pages with documentation available or e-mail links for communicating with the IACUC staff or CARE staff.
3. Navigation Section. By clicking on the items in this section, you can navigate around the protocol. You will be taken to the page you selected.
4. Protocol Header Section. Identifies the Protocol and PI of the Protocol you are working on.
5. Data Collection area. Here you will answer the questions asked. Data fields that have * following them are required fields and must be answered before you can save and leave the page. If you do not have an answer or it does not pertain to your protocol, answer with NA.
6. Attachment Section. Some pages will have the ability to attach files. Use the BROWSE to find the file on your computer, enter any of the other information necessary and click ATTACH FILE. You can remove files by selecting them from the list and clicking on REMOVE SELECTED ATTACHMENTS.
7. Action Buttons. This last line of a protocol page allows you to process your entries or clear your screen or place a bookmark to come back to, etc.. Different pages have different buttons so, read them carefully. Remember to click 'Save and Continue' on any page where you have entered data.

① →

③ →

⑦ →

Start an application for a new protocol
Demo, PI
[SIGN OUT](#)
[HOME](#)
09/05/2004

[2. PI Info](#)

[3. Type, Title & Abstract](#)

[4. Funding](#)

[4.1 External Funding](#)

[5. Scientific Design](#)

[6. Animal Use Assurance](#)

[7. Field Studies](#)

[8. Antibodies Use](#)

[9. H2O Use](#)

[10. Animal Use](#)

[11. Outside Housing](#)

[10.1 Use Type\(s\)](#)

[12. Transportation](#)

[13. Species List](#)

[14. Alternatives](#)

[15. Personnel](#)

[Error Verification](#)

[View/Print Protocol](#)

[Cancel Unfinished Protocol](#)

[Instructions...](#)

3. Protocol Type, Title & Abstract

Identify this as a teaching or research protocol.

Provide a title for this protocol. The title should be accurate; titles will be matched to titles previously on file, if appropriate.

In the space provided below write a short abstract of the proposed research or teaching in terms understandable non-scientist. Include:

- 1) an explanation of research/teaching goals,
- 2) a rationale and a justification for use of animals,
- 3) how the activity will benefit society or advance knowledge, and
- 4) how vertebrate animals will be used.

Define all abbreviations. The abstract should briefly summarize what is to follow. This application will be returned if description is too technical.

Attached are copies of previous documentation concerning this protocol to assure continuity.

Principal Investigator	Demo, PI
Protocol Application Number	2004-0043
Document Type	Now

Protocol Type:

Research

Protocol Title:

(If a teaching protocol, provide course number and title.)

You can cut and paste into text blocks like this one.

Abstract:

You can cut and paste into text blocks like this one.

Anticipated Start Date:

10 / 2 / 2004

Anticipated End Date (must be within 35 months of anticipated approval date):

9 / 1 / 2007

Attach File

File Name	Browse...
Replace file if it exists	☐
Create new version if file exists	☒
File Description	

Attach File

Attachments List

Select	File Spec	Description	Created
Remove Selected Attachment(s)			

Save and Continue Clear Form

*Required Fields

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On the **List** page sections 1-4 and section 7 are the same as the standard data collection pages (Illustration 3) but the data area is quite different. The list pages (Illustration 4) show a summary of items (drugs, funding sources, hazardous agents, etc..). From these pages you can add new items by clicking on the button (1)Add External Funding Source (or what ever the list contains) and you will go to the detail page to select a new item and add details. You can edit existing items by clicking on the item (2) and you will go to the detail page to make your changes. Or, you can delete an item from the list by first clicking on the box next to it (3) and then clicking on the button (4)Remove Selected External Agency Funding Sources

Illustration 4

eSirius CORNELL

Start an application for a new protocol Demo, PI SIGN OUT HOME 08/05/2004

4.1 External Funding List

This is a list of external funding sources for this protocol. Add, edit or remove a particular external funding source. Detailed information will be required on the following page.

Select External Funding Source	Sponsored Project #	Funding Title	Grant
☐ Amer Lung Association	456789	Any text you want. Can be cut and pasted from another document.	123456
☐ Akide Corp	45699	aaaaa	1122

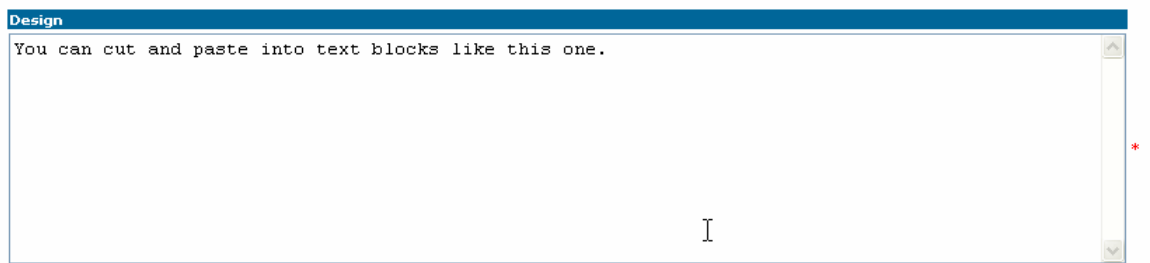
*Required Fields

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Field Types

There are various types of fields in eSirius.

Text Areas-

A screenshot of a text area field in the eSirius interface. The field has a blue header bar with the word "Design" in white. Below the header, the text "You can cut and paste into text blocks like this one." is displayed. The text area is large and empty, with a vertical scrollbar on the right side. A red asterisk is visible on the right side of the field, indicating a required field.

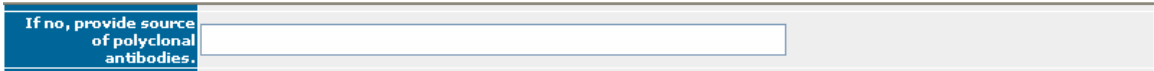
These areas hold an unlimited amount of text. You can cut and paste into these fields but all formatting is stripped. You may have to adjust the formatting. For tables and charts, it is better to attach a file.

Yes No Radial-

A screenshot of a Yes No Radial field in the eSirius interface. The field has a blue header bar with the text "Does this protocol involve field work?". Below the header, there are three radio buttons labeled "Yes", "No", and "*". The "Yes" button is selected, indicated by a green dot.

Usually drives another question or page. (If you answer “yes”, you might be required to answer another question). Click on the appropriate button.

Text Box-

A screenshot of a Text Box field in the eSirius interface. The field has a blue header bar with the text "If no, provide source of polyclonal antibodies.". Below the header, there is a single-line text input box.

These fields hold a specific number of characters (what you see is what you get).

Check Boxes-

A screenshot of Check Boxes in the eSirius interface. The field has a blue header bar with the text "In vitro?". Below the header, there is a checkbox. The checkbox is currently unchecked. Below the first checkbox, there is another checkbox labeled "In vivo (ascites)?".

A check is an affirmative response to the question asked. Click on the box with your mouse.

Drop Down List-

the type of animal use proposed in this protocol? (check all that apply)	
Research (choose type):	Nutritional
Vet College Teaching	Nutritional
Other Teaching, Training or Demonstration	Not research
Breeding	Clinical Research
Food Source	Biomedical (excluding livestock)
Observation	Biomedical (livestock)
Other	Agricultural (livestock)
Other (Specify)	Behavior
	Ecological
	Field
	Genetic Analysis
	Virus Isolation
	Population Assessment

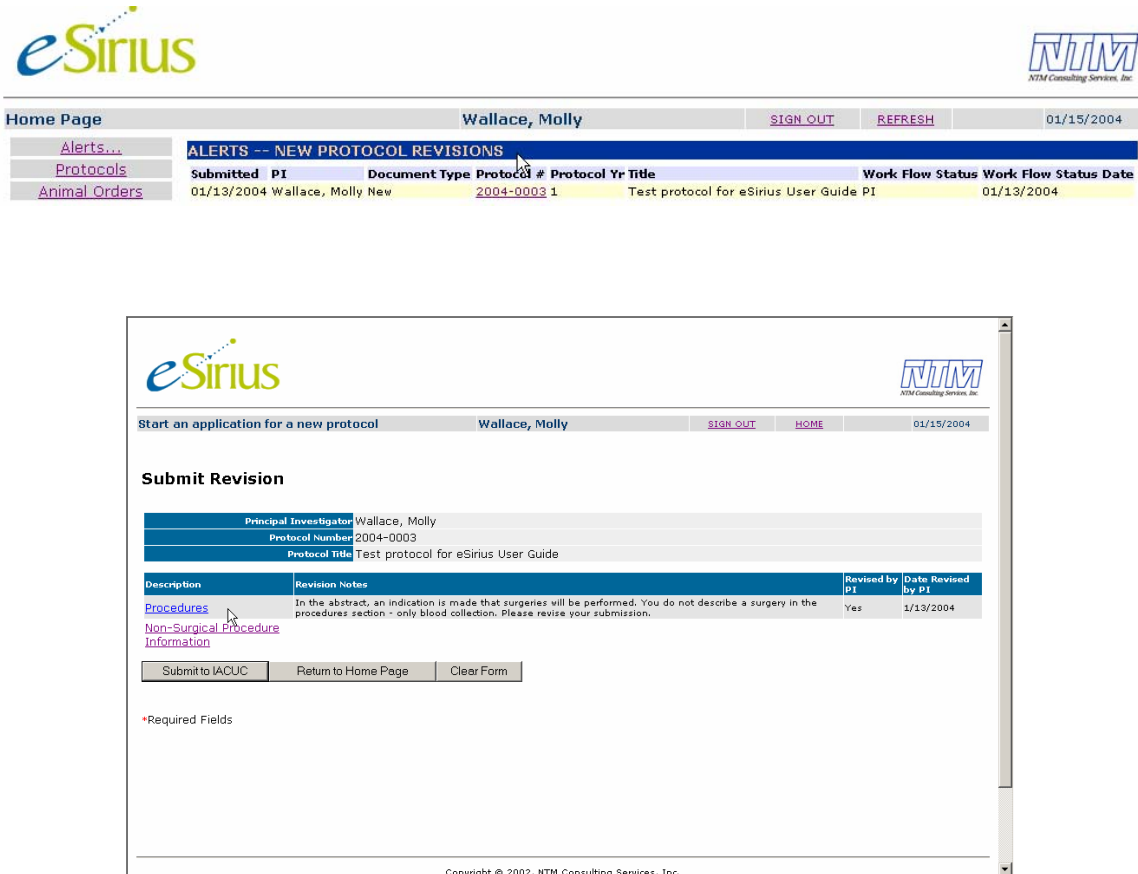
Save and Continue Clear Form Finish Later

*Required Fields

These fields require you to select a response from a predetermined list of values. If an appropriate value is not found in the list, most of the lists contain “other” as a response and ask for your response in a text area field. Move your cursor down the list until you highlight your response and click your mouse. If you encounter a problem using a particular list, please call the IACUC office.

Revising and Resubmitting to IACUC

When a protocol is returned to the PI from the IACUC coordinator after it has been reviewed, it appears in 'Alerts – New Protocol Revisions'. Click on the hyperlink/protocol number to access the original application – which now includes revision notes from reviewers.



The screenshot shows the eSirius web application interface. At the top, there is a navigation bar with the eSirius logo on the left and the NTM Consulting Services, Inc. logo on the right. Below the navigation bar, there is a header section with the text 'Home Page', 'Wallace, Molly', 'SIGN OUT', 'REFRESH', and '01/15/2004'. On the left side, there is a sidebar with links for 'Alerts...', 'Protocols', and 'Animal Orders'. The main content area is titled 'ALERTS -- NEW PROTOCOL REVISIONS' and contains a table with the following data:

Submitted	PI	Document Type	Protocol #	Protocol Yr	Title	Work Flow Status	Work Flow Status Date
01/13/2004	Wallace, Molly	New	2004-0003	1	Test protocol for eSirius User Guide	PI	01/13/2004

Below the table, there is a 'Submit Revision' section. It contains a form with the following fields:

- Principal Investigator: Wallace, Molly
- Protocol Number: 2004-0003
- Protocol Title: Test protocol for eSirius User Guide

Below these fields, there is a table with the following data:

Description	Revision Notes	Revised by PI	Date Revised by PI
Procedures Non-Surgical Procedure Information	In the abstract, an indication is made that surgeries will be performed. You do not describe a surgery in the procedures section - only blood collection. Please revise your submission.	Yes	1/13/2004

Below the table, there are three buttons: 'Submit to IACUC', 'Return to Home Page', and 'Clear Form'. At the bottom of the page, there is a copyright notice: 'Copyright © 2002, NTM Consulting Services, Inc.'

Click on the hyperlink/description to access that portion of your application. Make revisions and save. In the example above, if the investigator adds a surgery as indicated by the revision notes, he will have to complete the surgery section.




Start an application for a new protocol
Wallace, Molly
[SIGN OUT](#)
[HOME](#)
01/16/2004

Submit Revision

Principal Investigator Wallace, Molly			
Protocol Number 2004-0003			
Protocol Title Test protocol for eSirius User Guide			

Description	Revision Notes	Revised by PI	Date Revised by PI
Procedures	In the abstract, an indication is made that surgeries will be performed. You do not describe a surgery in the procedures section - only blood collection. Please revise your submission.	Yes	1/16/2004
Non-Surgical Procedure Information			
Surgical Procedures			
Surgical Types			
Human Use Animal Categories			

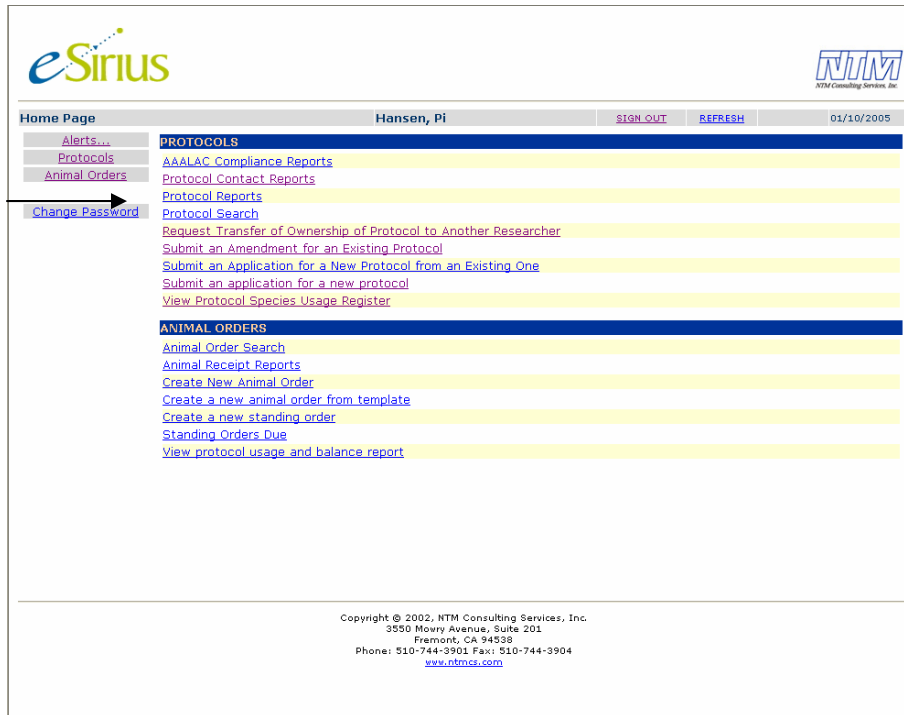
Submit to IACUC
Return to Home Page
Clear Form

*Required Fields

On the above screen, note that additional sections have been completed for the revision. After revision is complete – click ‘Submit to IACUC’. You will be returned to your home page and the protocol will no longer appear in your alerts.

Submitting an Amendment

To submit an amendment, on your homepage, click on **Submit an Amendment for an Existing Protocol**.



The screenshot displays the eSirius web application interface. At the top left is the eSirius logo, and at the top right is the NTM logo with the text "NTM Consulting Services, Inc." below it. A navigation bar contains the text "Home Page", "Hansen, PI", "SIGN OUT", "REFRESH", and the date "01/10/2005". On the left side, there is a vertical menu with the following items: "Alerts...", "Protocols", "Animal Orders", and "Change Password" (which is highlighted with a blue arrow pointing to it). The main content area is divided into two sections. The first section is titled "PROTOCOLS" and contains the following links: "AAALAC Compliance Reports", "Protocol Contact Reports", "Protocol Reports", "Protocol Search", "Request Transfer of Ownership of Protocol to Another Researcher", "Submit an Amendment for an Existing Protocol", "Submit an Application for a New Protocol from an Existing One", "Submit an application for a new protocol", and "View Protocol Species Usage Register". The second section is titled "ANIMAL ORDERS" and contains the following links: "Animal Order Search", "Animal Receipt Reports", "Create New Animal Order", "Create a new animal order from template", "Create a new standing order", "Standing Orders Due", and "View protocol usage and balance report". At the bottom of the page, there is a copyright notice: "Copyright © 2002, NTM Consulting Services, Inc. 3550 Mowry Avenue, Suite 201 Fremont, CA 94538 Phone: 510-744-3901 Fax: 510-744-3904 www.ntmcs.com".

You then get a page which lists your approved protocols.

List of Approved Protocols

The Principal Investigator or Instructor of record must request approval from the IACUC for changes to approved studies.

A new protocol must be submitted for:

- change in the objectives of the study;
- proposals to switch from nonsurvival to survival surgery.

A protocol amendment must be submitted for:

- change in degree of invasiveness of a procedure or discomfort to an animal;
- change in species or in the number of animals used;
- change in Principal Investigator;
- change in anesthetic agent(s);
- change in method of euthanasia;
- change in types of procedures;
- change in duration, frequency or number of procedures performed on an animal.
- change in personnel



Select	PI	Protocol #	Protocol Title
☐	Hansen, PI	2005-0001	Protocol Title
Continue Cancel & Return to Home Page			

Click on the radial button preceding the protocol you wish to amend, and then click on the 'Continue' button.

On the next page, provide the justification for amending the protocol ①, then choose the section(s) of the protocol ② you wish to amend by clicking on the box preceding it.

Choose Amendment Sections

Amendment > Protocol Info

Investigator Name	Hansen, PI
Protocol Number	2005-0003
Protocol Title	Protocol Title

Amendment > Justification

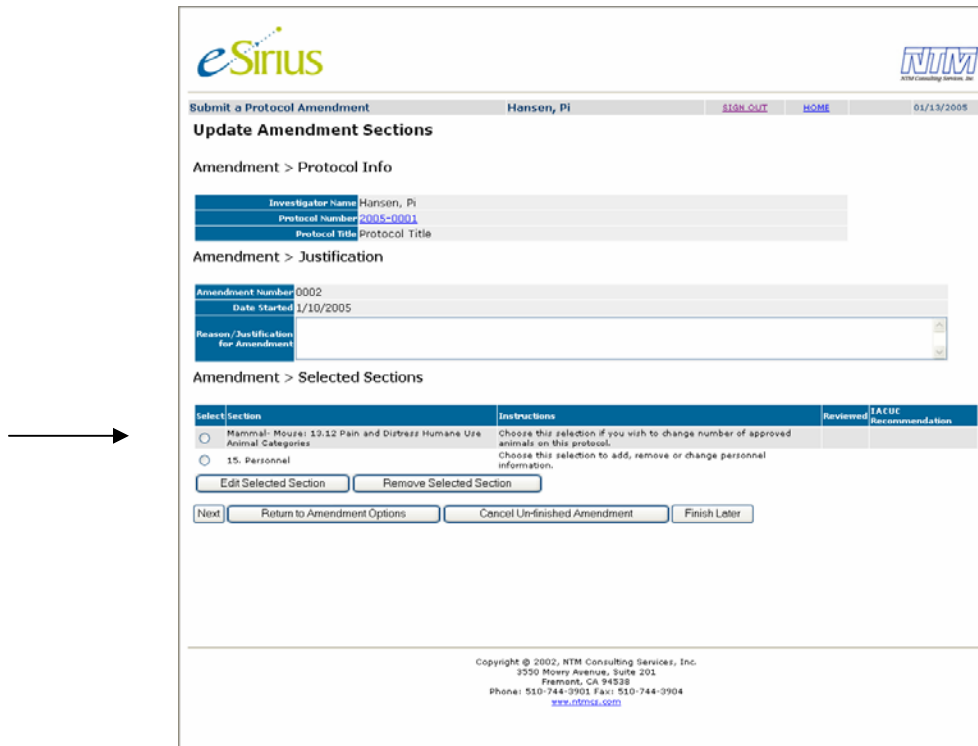
Amendment Number	
Date Started	
Reason/Justification for Amendment	

Amendment > Choose Applicable Section(s)

Select/Section	Instruction
☐ Mammal- Mouse: 13.12 Pain and Distress Humane Use Animal Categories	Choose this selection if you wish to change number of approved animals on this protocol.
☐ 15. Personnel	Choose this selection to add, remove or change personnel information.
☐ 15.2 Personnel Information (Continued): Hansen, PI	
☐ 10. Animal Use Question	Change this section if you are modifying the uses of your animals
☐ 3. Protocol Type, Title & Abstract	
☐ 4.1 External Funding List	
☐ 4.1.1 External Funding Source: Amer Quarter Horse Assoc. anything you want	
☐ 4.2 Fellowship Funding	
☐ 4.3 Other Funding	
☐ 5. Scientific Design	
☐ 6. Animal Use Assurance	
☐ 6.1 Antibody Source	
☐ 9.1 Hazardous Agent Use Information	
☐ 10.1 Animal Use Information	
☐ 11. Housing Outside Approved Facility	
☐ 12. Transportation of Animals	
☐ 13. Animal Species List	
☐ Mammal- Mouse: 13.1 Species Information	
☐ 13.14 CARF SOP Exemptions	
☐ Mammal- Mouse: 13.2 Justification For Choice of Species	
☐ Mammal- Mouse: 13.3 Species Source	
☐ Mammal- Mouse: 13.4 Housing Location	
☐ Mammal- Mouse: 13.4.1 Housing Location Information: Transgenic Mouse Core Facility	
☐ Mammal- Mouse: 13.5 Enrichment and/or Exercise	
☐ Mammal- Mouse: 13.6 Clinical Care, Quarantine, Acclimatization and Daily Care	
☐ Mammal- Mouse: 13.7 Overview of Procedures	
☐ Mammal- Mouse: 13.7.1 Procedure Location	
☐ Mammal- Mouse: 13.7.1.1 Procedure Location Information: Transgenic Mouse Core Facility	
☐ Mammal- Mouse: 13.7.2 Non-Surgical Procedures	
☐ Mammal- Mouse: 13.7.2.1 Non-Surgical Procedure Information: Blood Collection	
☐ Mammal- Mouse: 13.7.2.1 Non-Surgical Procedure Information: Non-Surgical Procedure not otherwise covered	
☐ Mammal- Mouse: 13.7.3 Surgery	
☐ Mammal- Mouse: 13.7.3.1 Surgical Procedure: Abdominal Surgery	
☐ Mammal- Mouse: 13.7.4 Restraints	
☐ Mammal- Mouse: 13.7.4.1 Restraint Types: Rodent Restraint Device	
☐ Mammal- Mouse: 13.8 Pain and Distress	
☐ Mammal- Mouse: 13.9 Hazardous Agents	
☐ Mammal- Mouse: 13.9.1 Hazardous Agents Information: Endotoxin	
☐ Mammal- Mouse: 13.10 Drugs	
☐ Mammal- Mouse: 13.10.1 Drug Information: Carprofen	
☐ Mammal- Mouse: 13.11 Euthanasia	
☐ Mammal- Mouse: 13.11.1 Euthanasia Information: Decapitation (with Anesthesia)	
☐ Mammal- Mouse: 13.12 Justification For Number Requested	
☐ 14. Alternatives	

[Next](#) [Return to Home Page](#) [Clear Form](#)

Click the **Next** button. On the following page, you see a list of the sections you selected (in this case the number of animals and personnel). Select the section you wish to work on and click on the **Edit Selected Section**. (if you decide not to amend a section, click on **Remove Selected Section**.)



The screenshot shows the 'eSirius' web application interface for updating protocol amendments. The page title is 'Update Amendment Sections'. It displays protocol information for 'Hansen, Pi' with protocol number '2005-0001'. The amendment number is '0002' and the date started is '1/10/2005'. The 'Reason/Justification for Amendment' field is empty. Below this, the 'Selected Sections' table lists two sections: 'Mammal - Mouse: 13.12 Pain and Distress Humane Use Animal Categories' and '15. Personnel'. The first section is selected with a radio button. Instructions for each section are provided. At the bottom of the table, there are buttons for 'Edit Selected Section' and 'Remove Selected Section'. Below the table, there are four buttons: 'Next', 'Return to Amendment Options', 'Cancel Unfinished Amendment', and 'Finish Later'. The 'Next' button is highlighted with an arrow. The footer contains copyright information for NTM Consulting Services, Inc.

Submit a Protocol Amendment Hansen, Pi [SIGN OUT](#) [HOME](#) 01/13/2005

Update Amendment Sections

Amendment > Protocol Info

Investigator Name	Hansen, Pi
Protocol Number	2005-0001
Protocol Title	Protocol Title

Amendment > Justification

Amendment Number	0002
Date Started	1/10/2005
Reason/Justification for Amendment	

Amendment > Selected Sections

Select	Section	Instructions	Reviewed	STACUE Recommendation
☐	Mammal - Mouse: 13.12 Pain and Distress Humane Use Animal Categories	Choose this selection if you wish to change number of approved animals on this protocol.		
☐	15. Personnel	Choose this selection to add, remove or change personnel information.		

[Edit Selected Section](#) [Remove Selected Section](#)

[Next](#) [Return to Amendment Options](#) [Cancel Unfinished Amendment](#) [Finish Later](#)

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On the next page enter your amended text or numbers in this case.




Start an application for a new protocol
Hansen, Pi
SIGN OUT
HOME
01/13/2005

13.12 Pain and Distress Humane Use Animal Categories

Please enter the number of animals requested for each of the USDA categories. The Animal Welfare Act requires research facilities to annually provide "information on procedures likely to produce pain or distress in any animal." Accordingly, Cornell University must submit an annual report stating the common names and the numbers of animals upon which teaching, experiments, research, surgery, or tests were conducted involving potential pain or distress. The USDA (Department of Agriculture) classifies levels of pain or distress as follows:

Category B: No pain or distress. Animals kept for breeding or holding in a colony.
Category C: No more than momentary or slight pain or distress, no use of anesthetics.
Category D: Pain or distress relieved with anesthetics, analgesics and/or tranquilizer drugs or other methods for relieving pain or distress.
Category E: Pain or distress or potential pain or distress that is not relieved with anesthetics, analgesics and/or tranquilizer drugs or other methods for relieving pain or distress.
 * Note there is no USDA Category A.

Protocols in Categories D and E

Principal investigators are required to consider alternatives to procedures that may cause more than momentary or slight pain or distress to animals, and to provide a written narrative description of methods and sources of such considerations (Page 14).

Amendment > Information

Principal Investigator	Hansen, Pi
Protocol Number	2005-0001
Protocol Title	Protocol Title
Amendment No.	0002
Amendment Status	Un-Finished
Reason/Justification for Amendment	
Amendment Started Date	1/10/2005

Amendment > Recommendation

Recommendation

Species Name		Mammal- Mouse
--------------	--	---------------

Type	Procedure
Non-Surgical	Blood Collection
Non-Surgical	Non-Surgical Procedure not otherwise covered
Restraint	Rodent Restraint Device
Surgical	Abdominal Surgery

Pain Level	# of Animals	Action
E	50	
D	50	
C	100	
B	0	

	Current	Latest
Total # Requested for Species	200	150

*Required Fields

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(When changing animal numbers, be sure to update both the total number and the number in each pain category)

When done with amending a section, click on **Save and Continue** .

You will return to the section selection page (note that the section that you have already amended is marked reviewed).




Submit a Protocol Amendment
Hansen, PI
[SIGN OUT](#)
[HOME](#)
01/13/2005

Update Amendment Sections

Amendment > Protocol Info

Investigator Name	Hansen, PI
Protocol Number	2005-0001
Protocol Title	Protocol Title

Amendment > Justification

Amendment Number	0002
Date Started	1/10/2005
Reason/Justification for Amendment	

Amendment > Selected Sections

Select	Section	Instructions	Reviewed	IACUC Recommendation
☐	Mammal- Mouse: 13.12 Pain and Distress Humane Use Animal Categories	Choose this selection if you wish to change number of approved animals on this protocol.	Yes	
☒	15. Personnel	Choose this selection to add, remove or change personnel information.		

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Continue until all the sections you have selected have been amended and then click on **Next**. (If you want to amend more sections click on **Return to Amendment Options**.)




Submit a Protocol Amendment
Hansen, Pi
[SIGN OUT](#)
[HOME](#)
01/13/2005

Amendments - Hard copy signature option

Amendment - Protocol Info

Investigator Name	Hansen, Pi
Protocol Number	2005-0001
Protocol Title	Protocol Title
Amendment Number	0002
Date Started	1/10/2005
Reason/Justification for Amendment	

②
①

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To print the signature page click on **Print to HTML** ① and print page. Close the signature page window and click on **Continue** . ②




Submit a Protocol Amendment
Hansen, Pi
[SIGN OUT](#)
[HOME](#)
01/13/2005

Amendments - Submit For Review

Congratulations! You have successfully completed your submission for a protocol amendment. When you click on **Submit to IACUC Office** an email notification is sent out. You may follow the status of your application by periodically checking your **eSirius** alerts.

Note:

Investigator Name	Hansen, Pi
Protocol Number	2005-0001
Protocol Title	Protocol Title
Amendment Number	0002
Date Started	1/10/2005
Reason/Justification for Amendment	

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Click on **Submit to IACUC Office** and you are finished.

Submitting an Annual Review

Your protocols up for annual renewal within the next 90 days will show up under **Alerts-Annual Reviews**



[Home Page](#) Hansen, Pi [SIGN OUT](#) [REFRESH](#) 02/08/2005

[Alerts...](#)
[Protocols](#)
[Animal Orders](#)
[Change Password](#)

ALERTS -- NEW PROTOCOLS

Submitted	PI	Document Type	Protocol #	Title	Work Flow Status	Work Flow Status Date
02/07/2005	Hansen, Pi	New	2005-0006	Protocol Title	IACUC	02/07/2005
02/08/2005	Hansen, Pi	New	2005-0009	Protocol Title	IACUC	02/08/2005
02/07/2005	Hansen, Pi	New	2005-0005	Protocol Title	Reviewer	02/07/2005

ALERTS -- PROTOCOL ANNUAL REVIEWS

Protocol No	Protocol Yr	Protocol Title	Approved On	Status	Due Days
2005-0001	1	Protocol Title	03/07/2004	Approved (w/o Stipulation)	28

ALERTS -- UN-FINISHED AMENDMENTS

Protocol #	Protocol Yr	Amendment #	Title
2005-0003	1	0004	Protocol Title

ALERTS -- NEW AMENDMENTS

Protocol #	Protocol Yr	PI	Amendment #	Submitted	Title	Work Flow Status	Work Flow Status Date
2005-0001	1	Hansen, Pi	0002	01/04/2005	Protocol Title	IACUC	01/13/2005

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[Create a new standing order](#)
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[View protocol usage and balance report](#)

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Click on the protocol number.

On next page, indicate the disposition of your protocol in the Review Action Section ①

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Annual Review Form Demo, Pi SIGN OUT HOME 02/17/2005

Annual Review Form

PI Info

PI Name	Demo, Pi
Campus Name	CVM Complex
Organization	Center for Animal Resources and Education
Department	CARE
Email Id	care@cornell.edu
Phone	5-5555

Protocol Info

Protocol Number	2005-0002
Original Approval Date	3/7/2002
Protocol Title	e-Sirius 101 - The count down begins
Work Flow Status	

Funding Source

Type	Name / Source	Title
Other		My piggy bank

Review Action

Research continues as previously approved ☐ *

Research continues with modifications ☐ *

Research withdrawn ☐ *

If research is withdrawn, please indicate the animal disposition

Progress Report

Progress Report

*Required Fields

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and enter in your progress report . ②

If you select and click on **Continue**:

- ☐ Research continues as previously approved- you will see a signature page
- ☐ Research Continues with modification- you will continue with an amendment submission
- ☐ Research withdrawn- you will be required to state the disposition of your animals

Submitting a 3rd Year Resubmission

Starting 90 days before your protocol is due to expire you will find your protocol under **Alert -3rd Year Review** on your Home Page. Click on the Protocol number to resubmit, or expire a protocol.



[Home Page](#) [Staff, Iacuc](#) [SIGN OUT](#) [REFRESH](#) 02/08/2005

[Alerts...](#) [Protocols](#) [Change Password](#)

ALERTS -- UN-FINISHED PROTOCOLS

Protocol #	Document Type	Title	Created On	Last Updated
2005-0002	Full Review	e-Sirius 101 - The count down begins	02/08/2005	02/08/2005

ALERTS -- NEW PROTOCOLS

Submitted	PI	Document Type	Protocol #	Title	Work Flow Status	Work Flow Status Date
02/07/2005	Demo, PI	New - Under Revision	2005-0008	e-Sirius 101 - The count down begins	IACUC	02/08/2005
02/07/2005	Hansen, PI	New	2005-0006	Protocol Title	IACUC	02/07/2005
02/08/2005	Hansen, PI	New	2005-0009	Protocol Title	IACUC	02/08/2005
02/07/2005	Hansen, PI	New	2005-0005	Protocol Title	Reviewer	02/07/2005

ALERTS -- 3RD YEAR REVIEW

Protocol No	Protocol Yr	Protocol Title	Approved On	Status	Document Type	Due Days
2005-0002	1	e-Sirius 101 - The count down begins	03/07/2002	Approved (w/o Stipulation)	IACUC Review	27

ALERTS -- NEW AMENDMENTS

Protocol #	Protocol Yr	PI	Amendment #	Submitted	Title	Work Flow Status	Work Flow Status Date
2005-0004	1	Hansen, PI	0002	01/04/2005	Protocol Title	IACUC	01/13/2005

PROTOCOLS

[AAALAC Compliance Reports](#)

[Contact Management](#)

[Online Agenda](#)

[Protocol Reports](#)

[Protocol Search](#)

[Request Transfer of Ownership of Protocol to Another Researcher](#)

[Setup Facilities & Rooms](#)

[Setup IACUC, Reviewers, Committee Members, and Agenda](#)

[Setup Protocol Lists \(Dictionaries\)](#)

[Submit an Amendment for an Existing Protocol](#)

[Submit an Application for a New Protocol from an Existing One](#)

[Submit an application for a new protocol](#)

[View Protocol Species Usage Register](#)

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On the next page you need to supply a brief progress report ① and indicate the disposition of your protocol and the animals (if withdrawn) ② . click on **Save and Continue**.




Full/Continuation Review Form
Hansen, PI
SIGN OUT
HOME
02/08/2005

3rd Year Review Form

PI Info

PI Name	Hansen, PI
Campus Name	
Organization	College of Veterinary Medicine
Department	Dept of Clinical Sciences
Email Id	mh286
Phone	3-4372

Protocol Info

Protocol Number	2005-0003
Original Approval Date	3/20/2002
Protocol Title	Protocol Title

Funding Source

Type	Name / Source	Title
Agency	Amer Quarter Horse Assoc	anything you want
Fellow	AKC	*****
Other		*****

Progress Report

①

Review Action

②

Protocol will be renewed ☐ *

Protocol will lapse upon expiration ☐ *

If research is withdrawn, please indicate the animal disposition

Save & Continue
Finish Later
Clear Form
Cancel & Return to Home Page

*Required Fields

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On the next page you will select the pages you want to copy into your resubmission .



Full/Continuation Review Form

Hansen, PI

[SIGN OUT](#)

[HOME](#)

02/08/2005

3rd Year Renewal Form

PI Info

PI Name	Hansen, Pi
Campus Name	
Organization	College of Veterinary Medicine
Department	Dept of Clinical Sciences
Email ID	mh286
Phone	3-4372

Protocol Info

Protocol Number	2005-0003
Original Approval Date	3/20/2002
Protocol Title	Protocol Title

Select All Application Information to Carry Forward

Select Pages	Page Name
☐	10.1 Animal Use Information
☐	3. Protocol Type, Title & Abstract
☐	4. Project Funding
☐	4.1.1 External Funding Source
☐	Protocol Department Funding Source
☐	4.2 Fellowship Funding
☐	4.3 Other Funding
☐	5. Scientific Design
☐	6. Animal Use Assurance
☐	7. Field Studies
☐	Outside Institution Collaboration
☐	Inside Collaboration
☐	8. Antibody Production
☐	8.1 Antibody Source
☐	Animal Tissues Info
☐	9. Use of Hazardous Agents
☐	10. Animal Use Question
☐	11. Housing Outside Approved Facility
☐	12. Transportation of Animals
☐	Human Clinical Info
☐	13. Animal Species List
☐	13.1 Species Information
☐	13.2 Justification For Choice of Species
☐	13.3 Species Source
☐	13.4.1 Housing Location Information
☐	13.5 Enrichment and/or Exercise
☐	13.6 Clinical Care, Quarantine, Acclimatization and Daily Care
☐	13.7 Overview of Procedures
☐	13.7.1.1 Procedure Location Information
☐	13.7.2 Non-Surgical Procedures
☐	13.7.2.1 Non-Surgical Procedure Information
☐	13.7.3.1 Surgical Procedure
☐	13.7.4.1 Restraint Types
☐	13.7.5 Breeding Information
☐	13.8 Pain and Distress
☐	13.9.1 Hazardous Agents Information
☐	13.10.1 Drug Information
☐	13.11.1 Euthanasia Information
☐	13.12 Pain and Distress Humane Use Animal Categories
☐	13.13 Justification For Number Requested
☐	Protocol Species Strains Information
☐	13.14 CARE SOP Exemptions
☐	14. Alternatives
☐	15.2 Personnel Information (Continued)

Continue

Cancel Changes

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Click on **Continue** and you will continue through the process as if it were a new protocol. Your protocol will retain the same protocol number. You will find your unfinished resubmission under unfinished protocols with a document type of **Full Review**




Home Page
Demo, PI
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ALERTS -- UN-FINISHED PROTOCOLS

Protocol #	Document Type	Title	Created On	Last Updated
2005-0002	Full Review	e-Sirius 101 - The count down begins	02/08/2005	02/08/2005
2005-0007	New	e-Sirius 101 - The count down begins	02/07/2005	02/07/2005

ALERTS -- NEW PROTOCOLS

Submitted	PI	Document Type	Protocol #	Title	Work Flow Status	Work Flow Status Date
02/07/2005	Demo, PI	New - Under Revision	2005-0008	e-Sirius 101 - The count down begins	IACUC	02/08/2005

PROTOCOLS

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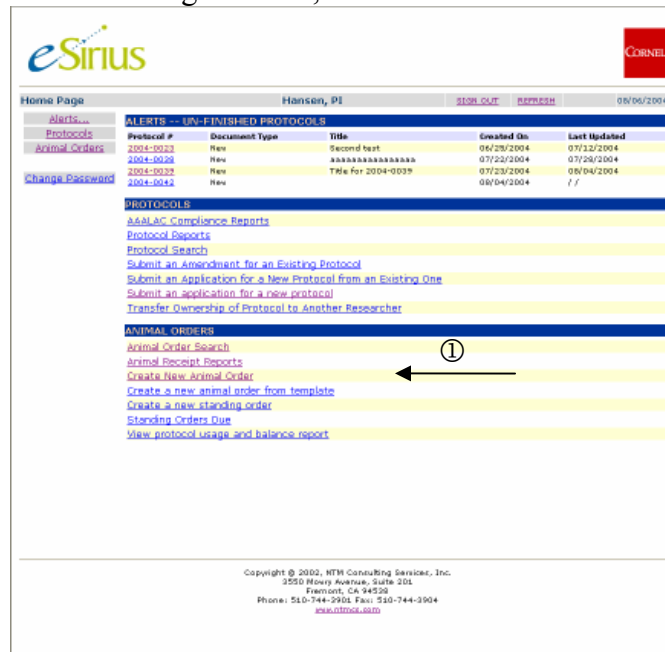
ONLINE INVOICES

[View Invoices](#)

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Animal Orders

To request initial housing (wild captures) and/or procurement of animals from various sources or transfer from breeding colonies, click on Create New Animal Orders ① .



The screenshot shows the eSirius web application interface. The top navigation bar includes the eSirius logo, a user profile for 'Hansen, PI', and links for 'SIGN OUT' and 'REFRESH'. The date '08/06/2004' is displayed. The left sidebar contains a menu with 'Alerts...', 'Protocols', and 'Animal Orders'. The main content area is titled 'ALERTS -- UN-FINISHED PROTOCOLS' and contains a table with columns: Protocol #, Document Type, Title, Created On, and Last Updated. Below this table, there are links for 'PROTOCOLS' and 'ANIMAL ORDERS'. An arrow labeled ① points to the 'Animal Order Search' link under the 'ANIMAL ORDERS' section.

You will then see a page which lists all species on your protocols ②. Click on the line representing the species and protocol you wish to place a requisition. You will only see and be able to order animals from approved protocols which have animals remaining. The system monitors your animal balances.



The screenshot shows the 'Create New Animal Order > List of Approved Protocol' page in the eSirius web application. The page title is 'Create New Animal Order (Multiple Sources) Hansen, PI'. The main content area is titled 'Create New Animal Order > List of Approved Protocol' and contains the instruction 'Choose a protocol from your list of approved protocols.' Below this is a table with columns: Select, Protocol #, Protocol Title, Species Name, Authorized #, Balance, and Expiration Date. An arrow labeled ② points to the 'Select' column. At the bottom of the page, there are links for 'Continue' and 'Cancel & Return to Home Page'.

The next page you will see allows you to select the type source of your animals. ③

eSirius

CORNELL

Create New Animal Order (Multiple Sources) Hansen, PI SIGN OUT HOME 08/06/2004

Create New Animal Order > Animal Sources

Choose source of animals:

- **Other Commercial Source**, animal purchased from commercial sources not commonly used
- **Transfer from External Source (Institution/Lab)**, are animals received from a non-commercial entity such as another Institution
- **Vendor Purchase**, are animals procured from approved commercial vendors
- **Wildlife Capture**, are animals captured in the wild

Order Number	New
Protocol No.	2004-0022
Principal Investigator	Hansen, PI
Protocol Title	any title
Species Name	Mammal- Mouse
Expiration Date	7/6/2007

Select Animal Source

- ☒ Other Commercial Source
- ☐ Transfer from External Source (Institution/Lab)
- ☐ Vendor Purchase
- ☐ Wildlife Capture - Housed

Continue Cancel & Return to Home Page

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Each source type has its own page requesting different information necessary to process your request. If you have a vendor that you use often, speak with your Facility Manager about adding them to the approved commercial vendor list. Once you select the source type click on the Continue button which will take you to the appropriate page for your source type.

The next page you will see collects information pertinent to your source type. Fill in all the necessary data. You must have an account on file with the Animal Buyer associated with your facility to order animals. You can order animals and charge them to another PI as long as you have made previous arrangements with your Animal Buyer. Section ④ is where you identify the other PI responsible for payment of any fees or charges associated with these animals. After you have entered your information, click on Continue.

Institutions and Other Sources




Create New Animal Order (Multiple Sources) Hansen, PI
[SIGN OUT](#) [HOME](#)
08/06/2004

Create New Animal Order > Order Information

Enter all information pertinent to this order such as Source, Requester, and Sponsor

Order Number	New
Protocol No	2004-0022
Principal Investigator	Hansen, PI
Protocol Title	any title
Species Name	Mammal- Mouse
Expiration Date	7/6/2007
Animal Source	Other Commercial Source

Institutions or Other Sources

Please enter all information pertinent to Shipping PI

Requester	Hansen, PI
Name of person you are receiving animals from:	
Requester Phone	3-4372
Shipping institution or company name	
Requester Email	mh286
Please specify institution or company name if the animal is from:	
Name of person shipping animals, if different from above:	
Shipping person e-mail address	
Shipping person phone number including area code	
Shipping person fax number including area code	
External Health Report Provider Name and Contact Information	
External health report provider email	
Shipping Company	
CRAR Health Report Approval Date	
Shipping Date	
Approving CRAR Staff Veterinarian Name	
Shipper Address	
Shipment Tracking #	

If this order will be paid for by a person other than the PI who owns the protocol, please indicate so and enter the name of this person.

Will this purchase be paid for by someone other than PI? ☐ Yes ☒ No *

Payee First Name	
Middle Initial	
Last Name	

Attach File

File Name	Browse...
Replace file if it exists	☐
Create new version if file exists	☒
File Description	

Attachments List

Select	File Spec	Description	Created
Remove Selected Attachment(s)			
Continue Cancel & Return to Home Page			

*Required Fields

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This section is specific for these sources. Be sure this information is filled out or the order for the animals won't be approved.

④

Vendor Purchase

If your source is a frequently used one and the CARE veterinarians have approved them, use this source type. All the demographic and contact information on these vendors are on file and therefore it is not necessary to enter detail data. Just pick the vendor name and location from the list. ⑤



Create New Animal Order (Multiple Sources)Hansen, PI[STOP OUT](#)[HOME](#)09/06/2004

Create New Animal Order > Order Information

Enter all information pertinent to this order such as Source, Requester, and Sponsor

Order Number	New
Protocol No	2004-0022
Principal Investigator	Hansen, PI
Protocol Title	any title
Species Name	Mammal- Mouse
Expiration Date	7/6/2007

Animal Source: Vendor Purchases

Select commercial vendor from approved list of vendors, and write specific notes or instructions, if any, for this vendor

Vendor Name	▼
Request Current Health Report	☐
Notes to Vendor	

Confirm phone number and e-mail id of person to notify about this order

Requester	Hansen, PI
Requestor Phone	3-4372
Requestor Email	mh286

If this order will be paid for by a person other than the PI who owns the protocol, please indicate so and enter the name of this person.

Will this purchase be paid for by someone other than PI? Yes ☐ No ☒

Payee First Name	
Middle Initial	
Last Name	

Attach File

File Name	Browse...
Replace file if it exists	☐
Create new version of file exists	☒
File Description	

[Attach File](#)

Attachments List

Select	File Spec	Description	Created
Remove Selected Attachment(s)			
Continue Cancel & Return to Home Page			

*Required Fields

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Wild Capture

Use this vendor source when you have animals arriving in a housing facility that have been captured in the wild. This will notify the Facility Manager of their pending arrival and that necessary arrangements need be made.



Create New Animal Order (Multiple Sources)Hansen, PI[SIGN OUT](#)[HOME](#)08/06/2004

Create New Animal Order > Order Information

Enter all information pertinent to this order such as Source, Requester, and Sponsor

Order Number	NEW
Protocol No	2004-0022
Principal Investigator	Hansen, PI
Protocol Title	any title
Species Name	Mammal- Mouse
Expiration Date	7/6/2007
Animal Source	Wildlife Capture - Housed

Wildlife Capture

Wildlife Source (i.e. Field, Jungle)	
--------------------------------------	--

Confirm phone number and e-mail id of person to notify about this order

Requester	Hansen, PI
Requester Phone	3-4372
Requester Email	mh206

If this order will be paid for by a person other than the PI who owns the protocol, please indicate so and enter the name of this person.

Will this purchase be paid for by someone other than PI?	Yes ☐ No ☒
Payee First Name	
Middle Initial	
Last Name	

Attach File

File Name	Browse...
Replace file if it exists	☐
Create new version if file exists	☒
File Description	

[Attach File](#)

Attachments List

Select	File Type	Description	Created
Remove Selected Attachment(s)			
Continue Cancel & Return to Home Page			

*Required Fields

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Order Detail

The next page is the order detail. Information is carried forward from the previous page, where you can edit if necessary. In the detail section⑥, enter the detailed information concerning your order.

- a) Qty- Enter the number of animals for each unique combination of factors.
- b) Per Cage- Number of animals per cage you want them housed.
- c) USDA Category- The highest pain level category that this group of animals will be used. This will decrement your Protocol register by pain level for used animal. If your protocol was approved for 50 animals in Pain Level C and 50 animals in Pain Level D be sure and enter a line item for animals whose highest pain level will be C and another for those animals whose highest pain level is D.
- d) Receiving Location- Enter by choosing a facility from the drop down list the facility where these animals will be received. Example- if the animals need to go to a quarantine facility first, choose the quarantine facility.
- e) Charge Account- You must have an account(s) on file with the Animal Buyer associated with your facility to order animals. These accounts will show in the drop down list. If you indicated that another PI was fiscally responsible for these animals, his accounts(that you have approval to use) will show in the list.
- f) Desired Delivery Date- The date on which you want the animals delivered.
- g) Strain/Breed- The strain or breed of the animals you are ordering.
- h) Sex-your choices are male, female, mixed pair, either. If you need a specific number of male and female create two line items.
- i) Weight-specify weight of animals if appropriate.
- j) Age- specify age of animals if appropriate.
- k) SpecReq- if there are any special requirements of the animals such as pregnant, a litter etc.
- l) Remarks- remarks for this particular line item.

If you have any special instructions concerning the whole order enter in Special Instruction section⑦.

You can save the order to use again by creating a template. Check the box⑧ and name the template.

To submit the order, click on **Submit to Facility Manager**. The Facility Manager will review the order and either schedule delivery or pass it on to the Facility Animal Buyer.




Create New Animal Order (Multiple Sources) Hamilton, PI 2024-03-01 2024-03-01 2024-03-01

Create New Animal Order > Order Line Detail

Enter all information pertinent to species, strains, age, weight, sex, etc.

Product ID

2024-0022

Product Name

Hamilton, PI

Product Code

2024-0022

Product Description

Hamilton - Mouse

Product Source

2024-0022

Product Source

Other Commercial Source

Institutions or Other Sources

Please enter all information pertinent to shipping.

Country of origin

USA

Shipping Method

air

Shipping Instructions

1774 Consulting Services, Inc.

Shipping Address

1774 Consulting Services, Inc.

Shipping Phone

800-800-8000

Shipping Email

info@1774.com

Shipping Date

2024-03-01

Shipping Time

1774

Shipping Address

1774 Consulting Services, Inc.

Shipping Phone

800-800-8000

Shipping Email

info@1774.com

Internal Facility Report Number

1774

Internal Facility Report Description

1774 Consulting Services, Inc.

Internal Facility Report Date

2024-03-01

Internal Facility Report Time

1774

Internal Facility Report Address

1774 Consulting Services, Inc.

Internal Facility Report Phone

800-800-8000

Internal Facility Report Email

info@1774.com

Enter all many line items as with this order. Each item represents a variation on Delivery Date, Strain, Age, Weight, Sex, etc.

a

b

c

d

e

f

g

h

i

j

k

l

Line Item	Product ID	Product Name	Product Code	Product Description	Product Source	Delivery Date	Strain	Age	Weight	Sex	Non-Pkg (Weight, Height)	Remarks
1	2024-0022	Hamilton, PI	2024-0022	Hamilton - Mouse	2024-0022	2024-03-01	Hamilton	1774	1774	Female	1774	1774
2	2024-0022	Hamilton, PI	2024-0022	Hamilton - Mouse	2024-0022	2024-03-01	Hamilton	1774	1774	Female	1774	1774
3	2024-0022	Hamilton, PI	2024-0022	Hamilton - Mouse	2024-0022	2024-03-01	Hamilton	1774	1774	Female	1774	1774

Add Line Items

Order Notes

Provide any special instructions to Facilities Manager, Animal Buyer or technicians.

Special Instructions

1774 Consulting Services, Inc.

Save as Template

If this is frequent spot order, you may save as a template for future use.

Save as Template

1774 Consulting Services, Inc.

Confirm phone number and e-mail of person to notify about this order.

Hamilton, PI

2024-0022

2024-0022

Support Facility Manager

Cancel & Return to Home Page

Required Fields

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← ⑥

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Order Confirmation

Once you have submitted your order to the Facility Manager, an order confirmation page will come up. You can print this page using your browser Print function and save it for your records.



Create New Animal Order (Multiple Sources)Hansen, PI[SIGN OUT](#)[HOME](#)08/06/2004

Create New Animal Order > Order Line Detail

ORDER CONFIRMATION #: C-00000019-

Order Number	New
Protocol No	2004-0022
Principal Investigator	Hansen, PI
Protocol Title	any title
Species Name	Mammal- Mouse
Expiration Date	7/6/2007
Animal Source	Other Commercial Source

Institutions or Other Sources

Name of person you are receiving animals from	Anybody
Shipping institution or company name	NTM Consulting Services, Inc.
Please specify institution or company name if it is not in last	
Name of person shipping animals, if different from above	
Shipping person e-mail address	
Shipping person phone number including area code	555-5555
Shipping person fax number including area code	
External Health Report Provider Name and Contact Information	000000
External health report provider code	
Shipping Company	
CRAB Health Report Approval Date	
Shipping Date	
Approving CRAB Staff Veterinarian Name	
Shipper Address	
Shipment Tracking #	

#	Qty	Per Case	USDA Category	Receiving Location	Charge Account	Desired delivery date	Strain/Seed	Sex	Weight	Age	Spec Req (Litter, Preg, Dvs, etc.)	Remarks
1	5	5		VNC	4023700690000000	8/7/2004		Female				

Order Notes

Special Instructions

Save as Template

Save as Template for future use	
Type a description to identify this template with	
Requestor	Hansen, PI
Requestor Phone	3-4372
Requestor Email	mih286

[Return to Home Page](#)

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